



BENEFITS SUMMARY for REGULAR STATUS, GENERAL EMPLOYEES

This is a summary of benefits and is not meant to be all inclusive. Please refer to City policies and plan booklets for details.

WORK HOURS

The normal work week is five consecutive days of not more than eight hours per day, exclusive of lunch period. City Hall is open to the public from 8:30 a.m. to 5:00 p.m. Where appropriate, alternative work schedules may be established, providing that not more than forty hours are scheduled per work week.

SALARY INCREASES

Upon successful completion of an annual performance evaluation and annually thereafter, an employee may receive a salary increase based on merit or performance. However, no employee may exceed the maximum of their salary range.

COST OF LIVING ADJUSTMENT

The City Council determines a cost of living adjustment (COLA) annually during the budget process. The COLA is based on factors such as: Consumer Price Index, market trends, Implicit Price Deflator, and the City's financial situation.

HOLIDAYS

Employees are granted the following paid holidays:

New Year's Day	Memorial Day	Veterans' Day	Christmas Day
M.L. King, Jr. Day	Independence Day	Thanksgiving	
Presidents' Day	Labor Day	the day after Thanksgiving	

Employees accrue one floating holiday on their anniversary date, which must be used within the following 12 month period. Holiday pay is pro-rated for employees scheduled to work less than 40 hours per week.

COMBINATION LEAVE

Combination leave is a benefit granted to employees to continue normal compensation during approved absences. Combination leave may be used after 60 days of employment. Leave may be accumulated without limit during the calendar year, however, the maximum accrual amount that can be carried forward from one calendar year to the next shall not exceed two times the amount of the employee's current accrual rate.

Accrual Rate:	During the 1 st year	120 hours of leave per year
	After the 1 st thru 2 nd year	128 hours of leave per year
	After the 2 nd thru 4 th year	136 hours of leave per year
	After the 4 th thru 9 th year	152 hours of leave per year
	After the 9 th thru 14 th year	184 hours of leave per year
	After the 14 th thru 20 th year	216 hours of leave per year
	After the 20 th thru 29 th year	232 hours of leave per year
	After the 29 th year	240 hours of leave per year

Combination leave accrual is pro-rated for employees scheduled to work less than 40 hours per week.

MEDICAL LEAVE

Medical leave is a benefit granted to employees to continue normal compensation during absences caused by illness, injury, etc. Medical leave is accrued at 64 hours per year (pro-rated for employees working less than 40 hours per week). It is available for use after 90 days of employment.

SHARED LEAVE

If an employee exhausts all paid leave, they may be eligible to receive donated combination leave to cover an absence caused by illness or injury.

MILITARY LEAVE

Employees who are members of any federal military reserve unit or the Washington National Guard will receive up to twenty-one working days of paid leave during each year beginning October 1 and ending September 30, while engaged in active training duty or active duty.

The City will maintain continuity of health benefits to employees’ families when employees are ordered to involuntary active military duty. Military differential pay is available during active military duty of more than 30 days and for no longer than 24 months.

JURY DUTY LEAVE

Employees will be paid their regular compensation while serving on jury duty provided they forfeit the juror’s daily stipend to the City.

RETIREMENT PLAN

Employees and the City make contributions to an International City Management Association - Retirement Corporation (ICMA-RC) 401A plan. The employee contributes 5.08% and the City contributes 7.62% of the employee’s salary. The employee chooses how contributions are invested. Investment choices range from conservative (low risk) to aggressive (high risk) opportunities. The 401A plan has a 20% per year vesting schedule. Prior service credit in Washington State Department of Retirement Systems plans and First Class City plans (Seattle, Tacoma, Spokane) will be credited towards the vesting schedule.

Under Social Security’s Government Pension Offset, any Social Security spouse’s or widow’s or widower’s benefits you may be entitled to will be reduced based on any pension you receive from the City’s retirement plan.

SOCIAL SECURITY REPLACEMENT

In lieu of Social Security, the City provides an alternative plan through the ICMA Retirement Corporation. The employee contributes 6.20% and the City contributes 4.77% of the employee's salary. The employee's investment choices range from conservative (low risk) to aggressive (high risk) opportunities. Employees are immediately 100% vested in the plan.

Under Social Security's Windfall Elimination Provision, any Social Security retirement or disability benefits you may be entitled to will be reduced based on any pension you receive from this replacement plan.

VOLUNTARY 457 DEFERRED COMPENSATION PLAN

Participation in a 457 deferred compensation plan is available to employees through payroll deduction. This is an optional investment program offered through the ICMA Retirement Corporation or Washington Department of Retirement Systems. The City matches an employee's contribution up to 3% of the employee's base monthly pay rate. Investment choices are similar to 401A options.

VOLUNTARY FLEXIBLE SPENDING ACCOUNT

The Flexible Spending Account (IRS Section 125) is an optional tax savings program which is offered to employees annually. It allows employees to reduce taxable income by using part of their salary on a pretax basis to pay for out of pocket health care expenses and dependent care costs.

MEDICAL INSURANCE

Three medical plans are offered to employees and dependents through the Association of Washington Cities (AWC): the Regence High Deductible Health Plan (with a health savings account), the Regence HealthFirst Plan (\$250 deductible), and the Kaiser Permanente Plan (\$200 deductible).

Premiums for employees and dependents are pro-rated for employees scheduled to work less than 40 hours per week.

Employees may be eligible to opt out of medical insurance coverage to receive a \$3,000 annualized contribution (pro-rated for part-time employees) to their deferred compensation account, flexible spending account (IRS Section 125), and/or pay.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a voluntary, confidential resource available to employees, dependents and household members. The EAP provides professional counseling assistance in addressing a variety of concerns ranging from substance abuse to relationship issues. The premiums are paid by the City.

VISION INSURANCE*

A separate vision plan provides for annual eye examinations for employees and dependents. A \$25 deductible benefit is also provided for lenses, frames and contact lenses.

DENTAL INSURANCE*

Washington Dental Service (WDS) insurance is provided through AWC. This is an incentive based plan - 70% to 100% of Class I and Class II benefits (routine exams, basic cleaning, x-rays,

fillings, etc.) are covered. Class III benefits (crowns, inlays and onlays) are paid at 50%. The dental plan pays a maximum of \$2,000 per individual annually for covered benefits. A separate orthodontia plan provides a one time orthodontia benefit of \$1,000 for eligible children.

**The City pays the entire premium cost for full-time (40 hours per week) employees and their dependents. Premiums for part-time employees and their dependents are pro-rated based on the employee's FTE status.*

LIFE & LONG TERM DISABILITY INSURANCE

The City provides the following insurance coverage for employees through Standard Insurance (a copy of each plan certificate will be provided during orientation):

SURVIVOR INCOME LIFE INSURANCE

A monthly survivor income benefit is paid to an employee's eligible spouse and children upon the employee's death. Prior to any reduction for Social Security survivor's benefits, a benefit amount equal to 30% of the employee's insured earnings is paid to the spouse or children, and 60% is paid if both spouse and children survive.

BASIC LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT

A benefit equal to the employee's annual salary rounded up to the next thousand to a maximum of \$170,000.

LONG TERM DISABILITY (LTD)

Effective after 90 days of continuous disability. The maximum amount of the LTD benefit is 60% of earnings or \$5,000 per month, whichever is less.

VOLUNTARY SUPPLEMENTAL LIFE INSURANCE

Employees may elect to apply for \$30,000 to \$300,000 in supplemental term life insurance coverage. Spouses may also be insured. Premiums are paid entirely by the employee.

VOLUNTARY SHORT TERM DISABILITY (STD)

Short term disability insurance provides benefit payments to help replace lost income when an employee is disabled due to a non-occupational accident or illness. Pregnancy or its complications are covered provided enrollment in STD insurance is prior to conception. Benefits are payable for a maximum of 13 weeks. This benefit is offered to employees at the time of hire and annually thereafter.

ADDITIONAL VOLUNTARY INSURANCE PLANS

Additional insurance plans are available to employees through AFLAC, such as accident/disability, cancer, STD, dental and hospital intensive care.